

## DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

### Records Retention and Disposition Schedule

#### Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Agriculture to Department of Agriculture and Consumer Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Agriculture. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

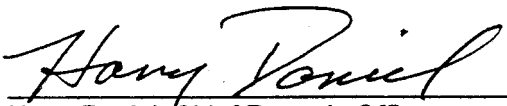
#### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

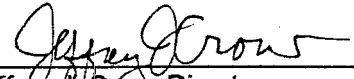
#### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

#### APPROVAL RECOMMENDED

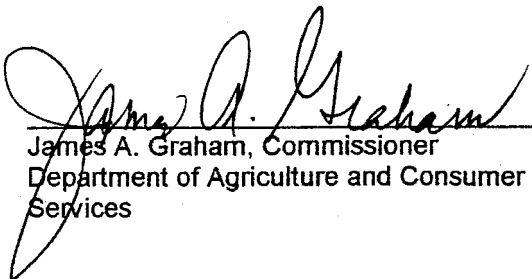


Harry Daniel, Chief Records Officer  
Department of Agriculture and Consumer  
Services

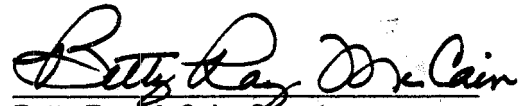


Jeffrey B. Crow, Director  
Division of Archives and History

#### APPROVED



James A. Graham, Commissioner  
Department of Agriculture and Consumer  
Services



Betty Ray McCain, Secretary  
Department of Cultural Resources

DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that all the public records of the

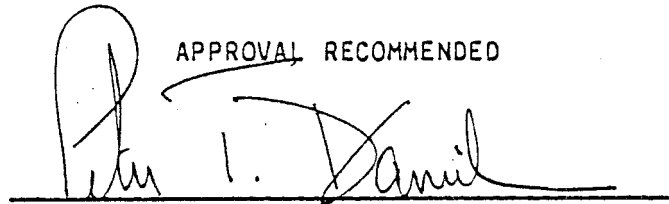
FOOD DISTRIBUTION DIVISION

are listed herein and that they do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

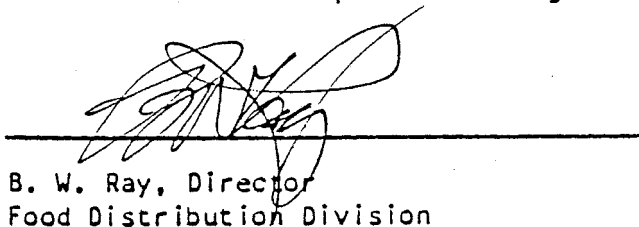
FOOD DISTRIBUTION DIVISION

agrees to destroy, transfer or dispose of records only in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

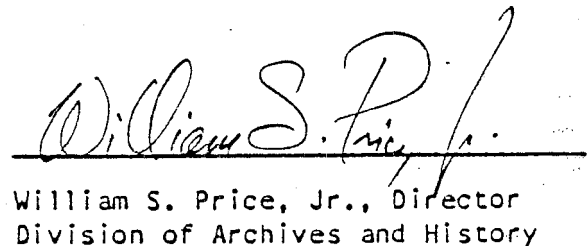
APPROVAL RECOMMENDED



Peter T. Daniel, Chief Records Officer  
Department of Agriculture

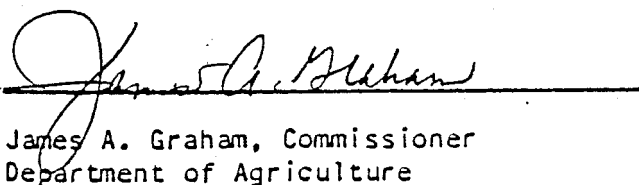


B. W. Ray, Director  
Food Distribution Division

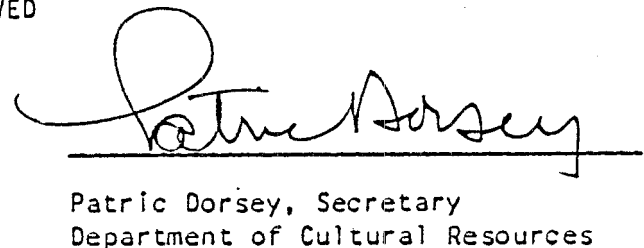


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



James A. Graham, Commissioner  
Department of Agriculture



Patric Dorsey, Secretary  
Department of Cultural Resources

November 15, 1987

This schedule was modified to  
comply with the provisions of the  
**General Schedule for State Agency Records,**  
effective October 1, 2000  
Remaining items retain the  
original date shown below

KWM

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
PROCUREMENT AND ALLOCATION SECTION**

**ITEM 8904. SUMMER CAMPS FILE.**

Records of agreements, requests, and allocations to summer camps.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**ITEM 8908. MONTHLY REPORTS FILE.**

Official office monthly operational and annual operational reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 8910. NOTICES OF SHIPMENTS FILE.**

Records concerning notices of shipments. File includes pending copies of Form KC 269.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FOOD DISTRIBUTION DIVISION  
WAREHOUSE OPERATIONS**

**ITEM 8913. CORRESPONDENCE FILE.**

Official office correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.